

MEMORANDUM OF AGREEMENT

1. Purpose: The purpose of this Memorandum of Agreement (MOA), between the 999th Communication Squadron and the 999th Medical Support Squadron, is to define the support requirements and responsibilities for the Real Property Similar Equipment (RPSE) War Reserve Materiel (WRM) under control of the 999th Medical Group.
2. Definitions:
 - a. Scheduled Maintenance program (SMP). Maintenance performed by 999th Communication Squadron personnel that are programmed on a recurring basis.
 - b. Downtime. The period of time a piece of equipment is not available to perform an operational requirement.
 - c. User Maintenance. Requires neither special tools nor special training and is performed by personnel within the using agency.
 - d. Real Property Similar Equipment. Structures and equipment owned and operated by the user, which are deployed or permanently assigned to an installation as facilities substitutes. RPSE is mobile or transportable non-real property systems, shelters, or equipment being used in place of permanent facilities.
3. References:
 - a. AFI 25-110, War Reserve Materiel (WRM) Program Guidance & Procedures.
 - b. AFI 25-201, Support Agreement Procedures basic and PACAF Supplement 1, dated 28 Feb 95
3. Responsibilities:
 - a. The user will:
 - (1) Establish and maintain a user maintenance capability in accordance with guidance provided by 999th Communication Squadron. Communication Squadron personnel are not expected to perform functions that are within the operations capability of the user.
 - (2) Adhere to the SMP schedule to ensure minimum manpower requirements and costs are met.
 - (3) Ensure the equipment will not be scheduled for any mission requirements during the time allocated for maintenance actions.
 - (4) Notify 999th Communication Squadron if additional repair requirements are discovered between scheduled maintenance. A telephone call followed any written work request on appropriated 999th Communication Squadron work request forms will be required. Additional (unscheduled) work will require prior budget approval from the director. Base Medical Services or his/her representative.

(5) Provide transportation to and from 999th Communication Squadron support facilities when requested.

(6) Make available maintenance personnel and resources to augment the 999th Communication Squadron teams during accomplished of maintenance actions. This will not be required when maintenance is performed in Communication Squadron support facilities.

(7) Notify 999th Communication Squadron as soon as possible of impending contingency exercises and deployments. The notification shall include information about the climatic conditions at the deployed site, mode of travel, anticipated support capabilities at the location, and when the items must be marshaled for shipment/transport. Hazardous cargo compliance and certification are the responsibilities of the user. Therefore, it is imperative that those requirements be made known to 999th Communication Squadron personnel assisting in the preparation of the items for shipment/transport.

(8) Ensure adequate funds are available to cover the cost of requested maintenance actions.

(9) Provide 999th Communication Squadron with copies of operation, service, and parts manuals available, for equipment and structures included in the MOA.

(10) Notify 999th Communication Squadron in writing of any additions and/or deletions or excess actions affecting the MOA.

b. 999th Communication Squadron will:

(1) Scheduled maintenance actions in accordance with local 999th Communication Squadron directives and operating procedures, and the technical orders for the equipment and structures. Types, quantities, and locations of equipment are given in attachment 1 to this MOA.

(2) Coordinate RPSE workload with the user to minimize downtime and mission requirement conflicts.

(3) Provide guidance and training to the user to help them establish a user preventative maintenance program.

(4) Provide budget estimates for the SMP to the user. Communication Squadron will also provide cost estimates for all unscheduled maintenance actions to the user prior to the initiation of work. The user must approve the work done in addition to the SMP.

(5) Notify user at least (1) week in advance of scheduled maintenance actions on the equipment/structures and inform user if the equipment will have to be brought to 999th Communication Squadron support facilities for service.

(6) Provide the user with technical advice concerning the serviceability of RPSE items, which have been, declared excess, obsolete, or required a large expenditure of funds to return to service. The user to determine the best course of action and appropriate disposition of the items will use this information.

(7) Communication Squadron personnel will sign off work order after work has been completed.

4. User Points of Contact:

- a. For policy matters: Capt MEDLOG, 999 MDSS/SGSL XXX-XXXX
MSgt MEDLOG, 999 MDSS/SGSL XXX-XXXX
SSgt MEDLOG , 999 MDSS/SGSL XXX-XXXX
- b. For technical matters: MSgt BMET, 999 MDSS/SGSLE; XXX-XXXX
TSgt BMET, 999 MDSS/SGSLE, XXX-XXXX

5. Administration:

- a. The effective date of this MOA is the date of the latest signature.
- b. Addendum or letters of mutual agreement will accomplish changes to this MOA.
- c. Termination of this MOA will be by mutual agreement between the 999th Support Group and user.

(Date)

Commander, 999th Medical Support Squadron

Commander, 999th Communication Squadron